

## Job Description

<b>Job Title:</b>	Dietitian
<b>Band:</b>	5
<b>Responsible to:</b>	Advanced Dietitian
<b>Department:</b>	Nutrition & Dietetics
<b>Directorate:</b>	Older People and Adult Community

## Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

## Job Purpose

- To work within a multi-professional team in nutritional support in a community setting, providing support, care, and treatment to individuals, within guidelines and protocols identified for the role.
- To assist in the delivery of high standards of health care to patients within their own homes, care homes, the travelling community and in clinics, by following prescribed packages of care.
- To support other qualified staff in the management and execution of clinical practice.
- To carry out duties delegated and supervised by the accountable and responsible dietitians.
- To provide a dietetic outpatient services to patients under the care of their GP within the Cambridgeshire and Peterborough CCG.

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- To provide a high standard of care.
- To manage own caseload of patients who require ongoing management and support with complex needs.
- Wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure that patient receive the appropriate care in the most appropriate setting

## **Key Responsibilities**

### **Clinical / Service Specific**

1. To be able to manage complex clients who have a range of co-morbidities, including diabetes, malnutrition, CHD and gastroenterological conditions. To take into account such factors as the client's presenting condition, past medical history, social factors, medication and tube feeds.
2. Nutritionally diagnose, give appropriate advice and formulate treatment plans when consulting with patients, relatives and carers
3. To be able to see clients within their own homes, care homes or when appropriate, through telephone clinics
4. To liaise with other health care professionals as required.
5. Overcome barriers to understanding, e.g. patients' with hearing or cognitive impairment.
6. Communicate with patients/carers by exchanging factual information, reassurance, tact and empathy.
7. Establish and maintain appropriate working relationships with colleagues, patients, carers and other health care professionals.
8. Demonstrate dexterity and coordination when undertaking treatment of patients where accuracy is important, e.g. taking Mid Upper Arm Circumference (MUAC), blood glucose testing
9. Be responsible for ensuring equipment is used safely, following relevant training, and that it is maintained appropriately.
10. Work predominately independently on specified tasks, with regular clinical support and supervision.
11. Work with groups of patients as required and to be involved with the running of patient group education sessions.
12. Demonstrate an awareness and understanding of consent, and gain consent as appropriate following organisational policies.
13. To attend relevant external and internal courses to extend knowledge or gain relevant skills to improve clinical practice as identified in the Personal Development Review (PDR).
14. Will be occasionally be exposed to bodily fluids, infected material, blood products, therefore must utilise universal precautions and adhere to infection control policies.
15. To attend staff meetings and any other relevant meetings as required
16. To ensure patients personal care is provided and highlighting areas of concerns such as pressure areas and reporting any changes to professional
17. To work within the wider disciplinary team and recognise own role within it.
18. To promote patient independence and self management
19. To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures and regulatory body's guidelines.
20. To maintain appropriate and timely documentation of each patient contact (ensuring these are recorded on SystmOne and RIO (where appropriate) within 24hours).
21. Plan and prioritise own visits to patients on caseload, (and ensure these are documented on SystmOne / RIO) Checking pressure areas and highlighting these to

professional who has delegated the task.

22. Advise on the safe use of prescribed nutritional supplementary feeds.
23. To support the Dietetic Assistant Practitioners with the roll out of Malnutrition Guidelines, meal observations and promotion of homemade supplement use.
24. To undertake reviews of malnourished clients applying screening tools, self reported information, observations and semi-structured consultations with clients, family members and others involved in the clients care.
25. To raise any matters of concern with your Manager/Director

### **Research & Service Evaluation**

1. To assist in the implementation of audit and other nutrition projects as negotiated with the lead clinical service manager and Advanced Diabetes Dietitian.
2. To take part in routine audits as required.
3. To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy

### **Information Technology**

4. To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy
5. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
6. To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department
7. To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy
8. To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.

### **Human Resources**

1. Participate in student training placements by being shadowed.
2. Maintaining own professional development and requirement to take part in PRIDE process, including an up to date portfolio.
3. Participate in peer appraisal.

### **Training & Development**

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

### **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)

- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

## **To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>Appropriate diploma/degree</li> <li>HCPC Registered Dietitian</li> <li>Strong evidence of CPD (portfolio)</li> </ul>	<ul style="list-style-type: none"> <li>MSc Dietetics</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Student training placement</li> <li>Nutrition support experience</li> <li>Teaching/training</li> </ul>	<ul style="list-style-type: none"> <li>Audit</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Able to demonstrate commitment to high quality care and service provision</li> <li>Good communication (verbal, written, non-verbal) skills.</li> <li>Ability to record messages and information in an accurate and concise way.</li> <li>Work flexibly to accommodate patient/service needs and team requirements</li> <li>Ability to work well within a team as well as individually.</li> <li>Good organisation skills (e.g. organising activities, groups, following a plan of care).</li> <li>Observational skills.</li> <li>Good self/time management skills eg manage own workload.</li> </ul>	<ul style="list-style-type: none"> <li>Proven record of Multidisciplinary working</li> <li>Critical Appraisal</li> </ul>

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	<ul style="list-style-type: none"> <li>• Basic computer skills (Awareness of Systm 1, RIO or equivalent health database systems)</li> <li>• Aware of own limitations and when to ask for support</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Knows the appropriate use of prescription feeds and supplements</li> <li>• Clear knowledge of Diabetes care and medications used to manage diabetes</li> <li>• Has good knowledge of first line advice for IBS and coeliac disease.</li> <li>• Understands about the role of nutrition in mental health.</li> <li>• Understands different approaches to managing underweight patients.</li> </ul>	
Physical Requirements	<p>The ability to:</p> <ul style="list-style-type: none"> <li>• travel around the county at short notice</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Able to work shifts and unsocial hours when required.</li> <li>• Recognise peoples right to privacy and dignity, treating every person with respect</li> <li>• Willingness to embrace integrated model and new ways of working.</li> <li>• Willingness to be flexible in approach and attitude</li> </ul>	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.